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TRD STAFF MEETING
19 July 1950

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Present:

[REDACTED]

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1. Mr. [REDACTED] raised the question of priorities on transcriptions of recorded materials. [REDACTED] requested that material for Staff Training Branch be submitted through Mr. [REDACTED] for priorities on the transcriptions. The same procedure would be followed for ATB and CTB.

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In addition, [REDACTED] felt that not all conferences, discussions, etc. needed to be transcribed. Only new lectures should be recorded and transcribed.

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2. Mr. [REDACTED] stated that there had been a good response to his memorandum requesting names of possible instructors for TRD. All such names have been submitted to SED for writing of contact letters. He inquired about the possibility of employing [REDACTED] since both [REDACTED] had [REDACTED] as possible employees. [REDACTED] stated that at the present time the entire picture of [REDACTED] was being reviewed within the Agency but that at the present time we cannot recruit such individuals.

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3. The visual aids section is presently overloaded with charts, graphs, etc. It is expected that Mr. [REDACTED] will be security cleared very shortly and will be on board in the near future. However, [REDACTED] stated that all branches should caution instructors to get their material into Mr. [REDACTED] as far in advance as possible in order to have their visual aids completed in time for their instruction.

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4. Mrs. [REDACTED] reported 20 students were enrolled for the Administrative Course which begins 24 July. Seven students are entered in the next SOC scheduled for 7 August.

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5. Mr. [REDACTED] stated that [REDACTED] should be ready for occupancy about 10 August. He further requested that all personnel in TRD submit their reserve status forms as soon as possible in order to secure clarification of the policy regarding CIA reservists.

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6. Miss [REDACTED] suggested that a half-day a week be devoted to instructing new TRD clerical personnel in such matters as cover sheets, form of memoranda, logging, etc. Mr. [REDACTED] will review the program of the Administrative Course to determine where such instruction may be included.

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Document No. 3

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Aug 77

DDA Memo, 7/17/78

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Date: 01 MAR 1978

By: 224